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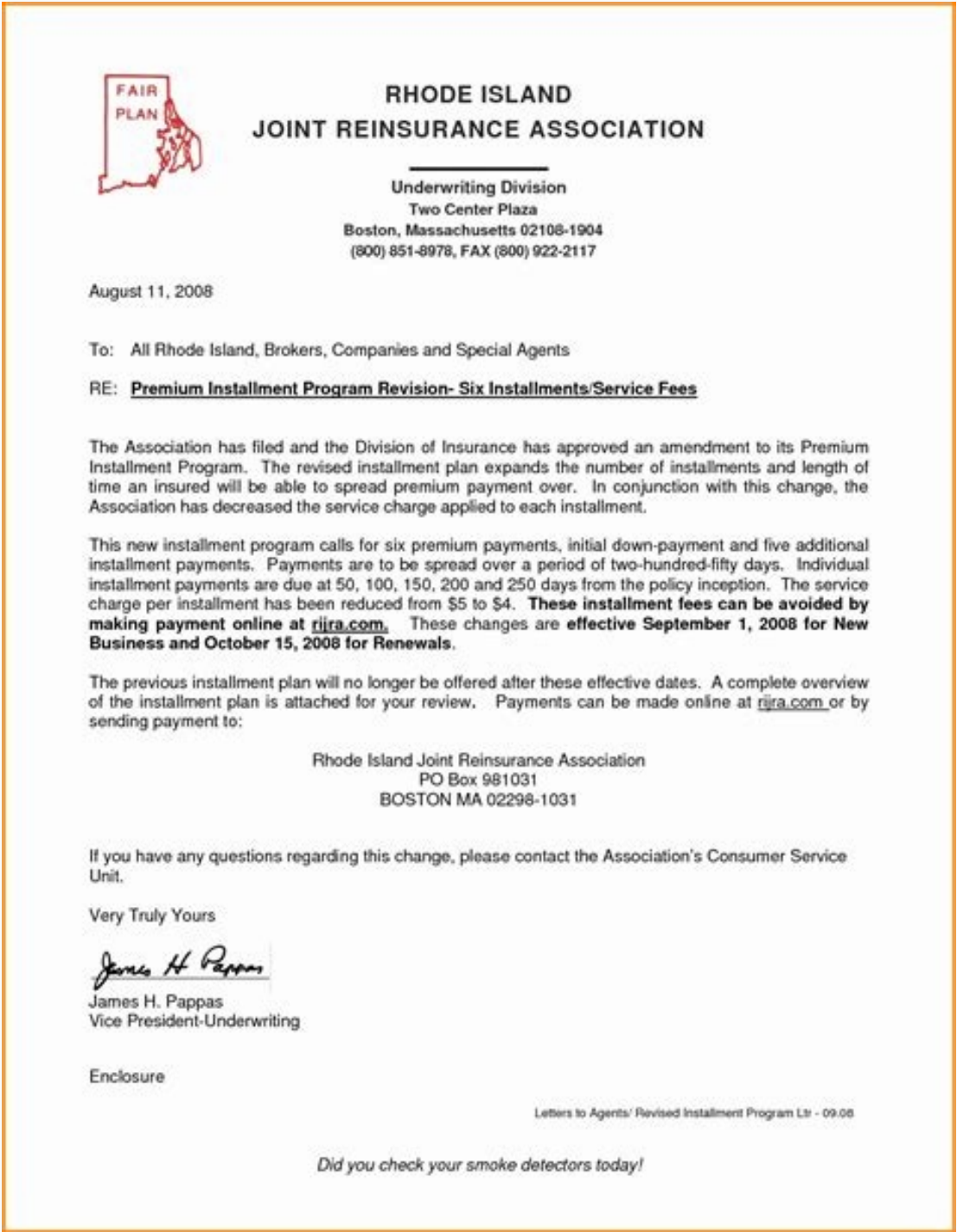
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Formal letter format cc enclosure

How to format a business letter with cc and enclosures. Formal and informal letter closings.



Example of letter with cc and enclosure.

This is feasible with a formal typed letter by putting a carbon copy notation at the conclusion of your message. Type the symbol CC followed by a colon after your enclosing section. Then, give the name of the person to whom you're writing the letter. Finally, type the address of the recipient on the other side of the paper. Here's an example: "Dear John, Joe and Sara: Thank you for your letters. I'm sorry I can't meet with you this time but have agreed to join your group. Please send me your new address so that I may send my check to you." Here, the original letter is to three people—so it has been deemed appropriate to copy it into another document, which is then sent to them. It is also acceptable to use carbon copies when sending e-mails.

However, there's no need to include the word "carbon" in the e-mail subject line or in the e-mail text itself. When using carbon copies in e-mails, each recipient receives their own separate copy of the email; therefore, no additional charge will be applied to your account. Finally, when you write back to someone who has sent you an email, it is acceptable to reply to all recipients. Therefore, instead of writing separate emails to each person, you can reply to all of them with just one message. The "cc" mark is eye-catching, falling just below the "enclosure" designation, if one exists. Put it on the following line and follow it with "cc:" and one space. Then enter the name of the recipient of a copy of the letter. Each subsequent "cc" should have a separate message. Here are some examples: John Doe C/O My Company 123 Main Street Anytown, MI 48109 Dear John Doe: I want you to know that as of today, all sales representatives are required to make their own travel arrangements for meetings and events. Please do not send me itineraries or conference calls two weeks in advance. I will get back to you with more details when they're available. Sincerely, Joe Public User Note that most companies only use their first names for correspondence. If your company uses last names, then you should too.

This is common in business letters where each person is considered equal merit even if they're from different departments or locations. You can also use subject lines to catch people's attention. The carbon copy way of addressing many persons is the recommended approach for business communication, according to "The Encyclopedia of Business Letters, Faxes, and E-Mail." It is simple to add "CC" at the end of a letter. Press the "Enter" key twice to insert two spaces between the letter's signature line and the "CC" line. Type the name(s) or address(es) you want copied and press the "Enter" key again. You can also use different software programs to generate duplicates with different names or addresses. For example, Microsoft Word has a feature called "Smart Copy"; Open Office has a similar feature called "Duplicate Document With Changes". These features allow you to specify what should be changed in the copies (such as new lettershead or specific words highlighted) and how they should be named or addressed. It is not necessary to send copies of all letters written by your company. Only send copies of those that contain information relevant to the recipients. This reduces paper usage and mailing costs. There are two types of carbon copies: official and unofficial. Official copies are sent to people who need to see them; unofficials are sent to anyone else who wants to receive them. If you are unsure about whether or not to send an unofficial copy, ask yourself if you would feel comfortable sending it to someone without your employer's consent. People may ask you why you sent them an unofficial copy of your letter. Formally, you would refer to the enclosed objects in the body of your letter by (enclosed), and then, at the conclusion, you would write "Enclosures (x)" where x is the number of enclosures.

As a result, you'd write: ... my ID card (enclosed). But most people simply say "the id card" or "the card". If it's important that they know it's an ID card, you can say this in a footnote or some other part of the letter where it won't interrupt the flow of the rest of the letter. Some people might object that saying "the card" makes the item not important enough to deserve individual attention. But unless you have something else to say about the card, this isn't really an issue. Most people will understand that you want them to look at the card, and even if some don't, most will still respect your decision not to drag things out with extra comments. Also note that many people think that mentioning specific items in a letter means that you want them returned. This is not true. If you want someone to return something to you, you should say so explicitly either in the letter or in a follow-up email. Otherwise, they may keep it without realizing what they're doing until it's too late (or worse, give it to someone else!). This resource is organized in the order in which you should write a business letter, starting with the sender's address if the letter is not written on letterhead. Sender's Address The sender's address usually is included in letterhead. If you are not using letterhead, include the sender's address at the top of the letter one line above the date. Do not write the sender's name or title, as it is included in the letter's closing.



Include only the street address, city, and zip code. Date The date line is used to indicate the date the letter was written. However, if your letter is completed over a number of days, use the date it was finished in the date line. When writing to companies within the United States, use the American date format. (The United States-based convention for formatting a date places the month before the day. For example: June 11, 2001. ) Write out the month, day and year two inches from the top of the page. Depending which format you are using for your letter, either left justify the date or tab to the center point and type the date. In the latter case, include the sender's address in letterhead, rather than left-justified. Inside Address The inside address is the recipient's address. It is always best to write to a specific individual at the firm to which you are writing. If you do not have the person's name, do some research by calling the company or speaking with employees from the company. Include a personal title such as Ms., Mrs., Mr., or Dr. Follow a woman's preference in being addressed as Miss, Mrs., or Ms. If you are unsure of a woman's preference in being addressed, use Ms. If there is a possibility that the person to whom you are writing is a Dr. or has some other title, use that title. Usually, people will not mind being addressed by a higher title than they actually possess. To write the address, use the U.S. Post Office Format. For international addresses, type the name of the country in all-capital letters on the last line. The inside address begins one line below the date. It should be left justified, no matter which format you are using. Salutation Use the same name as the inside address, including the personal title.



March 8, 2007

Tom Howard  
Acting Executive Director  
State Water Resources Control Board  
P.O. Box 100  
Sacramento, CA 95812

Dear Mr. Howard:

EPA received California's Clean Water Act Section 303(d) List of Water Quality Limited Segments for 2004-2006 on November 24, 2006. On November 30, 2006, we approved the State's inclusion of waters and pollutants identified on the three-part Section 303(d) list with the exception of Walnut Creek toxicity. I am pleased to acknowledge the State and EPA agreed on more than 99% of the State's assessment determinations.

As indicated in my November 30 letter, we reviewed the State's assessment of waters and pollutants not included on the State's list, including coastal beaches the State Board identified as particularly appropriate for further review. We completed our review and are acting today to partially disapprove the State's submittal due to the omission of several water bodies and associated pollutants that meet federal listing requirements. The water bodies and associated pollutants that we are adding to the State's 2004-2006 list of water quality limited segments are identified in the enclosed tables. Our rationale for adding the water bodies and pollutants is described in Enclosure 1.

We will now solicit public comments on the additions to the State's 303(d) list as identified in Tables 1 and 2. We will provide a responsiveness summary for comments received on these additions as well as how we considered public comment in the final assessment decision. We will transmit our final decisions regarding these waters added to the State's 2004-2006 303(d) list for incorporation in the State's water quality management plan.

If you wish to discuss this, please call me at (415) 972-3572 or call Peter Kozelka at (415) 972-3448. We would be pleased to brief you and Board members, if you wish, on this matter.

Sincerely yours,

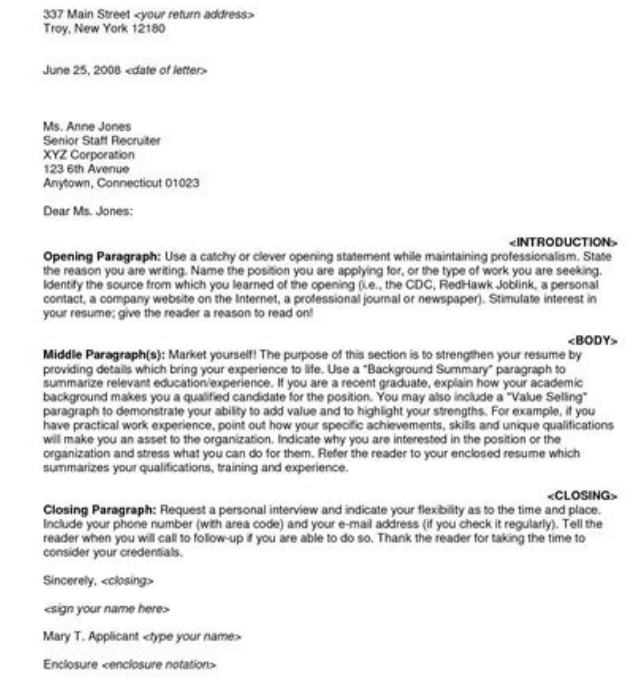
/s/

Alexis Strauss  
Director, Water Division

Enclosures  
cc: SWRCB members

If you know the person and typically address them by their first name, it is acceptable to use only the first name in the salutation (for example: Dear Lucy:). In all other cases, however, use the personal title and last/family name followed by a colon. Leave one line blank after the salutation. If you don't know a reader's gender, use a nonsexist salutation, such as their job title followed by the receiver's name. It is also acceptable to use the full name in a salutation if you cannot determine gender. For example, you might write Dear Chris Harmon: if you were unsure of Chris's gender. Body For block and modified block formats, single space and left justify each paragraph within the body of the letter. Leave a blank line between each paragraph.



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How to Address a Letter to Multiple... Attachment Vs. Enclosure for a... How to Write a Business Reply Letter